

**Expanded Academic Affairs Leadership Team
Thursday, September 25, 2008**

I. CHECK – IN

a) Agenda

- NECC Fund
- Threat Assessment
- WIDS

II. ACTION ITEMS

a) NECC Fund – Jean Poth

Jean attended the meeting to discuss the NECC fund with the group. She stated that her division is attempting to encourage 100% internal participation in the fund. There was a discussion of how the group could assist Jean in her endeavor. It was suggested that Jean attend division meetings to discuss the NECC fund with the faculty.

Jean gave an overview of what the NECC fund provides to the college community. The NECC fund provides scholarships and support for academic initiatives.

ACTION(S): The Deans will check their division meeting schedules and let Jean know when she can attend a meeting.

b) Threat Assessment – Nita Lamborghini and Marie McDonnell

Nita came to discuss a new procedure for incidents on campus. She provided a new form to fill out if there is a concern about student behavior or a possible threat. Nita also stated that there will be follow-up after an incident has been reported to her office.

There was a question of setting up a confidentiality line to be used to report incidents. The suggestion was taken under advisement. The Campus Safety Response Team is working with a consultant who is available to come in and discuss issues if needed.

There was also a question about students coming back to class after an incident. This brought up the fact that students have rights also and each case is reviewed on an individual basis.

Nita and Marie distributed Crisis Intervention Protocol pamphlets and bookmarks. The group noted that some of the information was outdated and expressed concern that with Jocelyn Marte's recent departure from the college, there is no one to contact directly if a student needs referral to mental health resources.

c) WIDS – Pat Demers

Pat and Bill informed the group of the work they were doing with the Worldwide Instructional Design System (WIDS) which is a software tool to assist faculty in developing courses and entire programs in an integrated, learning-outcomes based format. The group showed great interest in using this tool. A workshop is being planned in January to train up to 25 faculty/staff as “Master Users”.

ACTION(S): Pat will send the Deans a link to WIDS. The Deans will review the WIDS material and decide who they would like to have participate in the January workshop. They will forward these names to Pat. Pat will chair a meeting of the following people to discuss faculty support needs if the College chooses to expand access and use of WIDS: Al Foucault (and/or other CIT staff as needed), Jeff Bickford (and/or other IT staff as needed), Ellen Wentland, Bill Heineman, Judith Kamber, David Kelley.